

Administrative Assistant - Responsibilities for full-time position include general office, clerical, provide public assistance, staff support and administrative functions with the Planning and Development Department. General office equipment skills, oral and written communications competencies, personable office presence and strong customer relations skills are necessities. Must be 21, with high school diploma or GED and satisfactory Motor Vehicle Record. Salary commensurate with experience; employee benefits. Interested applicants can complete an application in the office of the Board of Commissioners at 331 Thomaston Street, Zebulon, weekdays 8-5 or download the application from our website www.pikecoga.com. Applications accepted through Friday, May 21, 2021. ***Pike County is Equal Opportunity Employer, Drug-free Work Place.***